

Darwen Aldridge  
Community Academy



*'Realise your potential'*

**DARWEN ALDRIDGE COMMUNITY  
ACADEMY**

**A GUIDE  
TO  
STUDENT  
SERVICES**

# **CONTENTS**

- ❖ **The Service we Provide**
- ❖ **Our Aims**
- ❖ **The Team**
- ❖ **Attendance**
- ❖ **Counselling**
- ❖ **The Services we Provide**
- ❖ **What we need to know**
- ❖ **The DACA Shop**

# OUR AIMS

Student Services has been designed to help students reach their full potential, providing individual guidance for all needs. The team is a support to the future development of all students who attend Darwen Aldridge Community Academy.

A number of key staff are always available throughout the day to ensure that all help is provided to staff and students, focusing on the student as our key customer. Student Services core strategy is to remove barriers to learning and enhance the student experience.

We aim to provide with you a high standard of support, not only by giving students guidance but following through with key support strategies working closely with the different services within the Academy, and professional services within the borough.

The Student Services Team are focused on the development of it's services and are keen to improve and would value any feedback that students, parents or staff can give.

**Mrs M Bradshaw**  
**Student Services Team Leader**

# **THE TEAM**

**The student services team is made up of the following staff members:-**



**Mrs M Bradshaw**  
**Student Services Team Leader**



**Mrs T Robinson**  
**Attendance Coordinator**



**Mr L Ince**  
**School Counsellor**



**Mrs K Thomas**  
**Student Services Assistant**

# ATTENDANCE

We know that attendance is important in whatever stage of education your child is at, and is vital for the attainment level your son/daughter is expected to achieve.

The information below shows how attendance can affect your child's future progression.

<b>Above 97%: Fewer than 6 days absence a year</b>
Excellent attendance! These young people will have better prospects for getting the best grades for college, university or work.
<b>95%: 10 days absence a year</b>
These pupils are likely to achieve good grades and have opportunities for college, university or work, but could still improve their attendance!
<b>90%: 19 days absence a year</b>
Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best.
<b>85%: 29 days absence a year</b>
Young people in this group are missing six weeks of school per year; it will be very difficult for them to keep up with work and they are unlikely to do their best. The intervention of the schools Education Welfare Officer will be activated.
<b>80%: 38 days absence a year</b>
Young People in this group are missing a year of school over the five years of secondary education, it will be almost impossible to keep up with work. Parents of young people in this group could be issued with a penalty notice.

At the Academy we would like to offer you the best possible support and guidance if you feel that there is a problem with attendance that may affect your child's overall performance.

If you would like to discuss any concerns if your child is absent from school, please contact our attendance team on **01254 819526 or 819581**. For the Education Welfare Officer please ring **01254 819541**.

# SCHOOL COUNSELLING SERVICE

**COUNSELLING YOUNG PEOPLE IN EDUCATION:** All students at some point need support and help to address their social, educational, economical and emotional experiences.

Counselling is a professional relationship in which individual students explore different issues to help create clarity and understanding and to enable students to resolve problems and issues.

Counselling takes into consideration the themes of 'Every Child Matters '2003' which are Safety, Health, Economic, Enjoyment and Participation. As a service counselling is guided by the 1989 Children's Act and by The Frazer Guidelines that offer guidance on the right of the competent child to make decisions in relation to their needs.

.....

My professional approach as the Darwen Aldridge Community Academy Counsellor is to help and enable students/individuals to explore and address the different issues that they bring to me.

Counselling therefore, involves a specific approach that take into consideration the development age of students and their ability to be self-reflective to resolve their different issues. It is a contractual agreed confidential service and affords students time to explore, reflect and become more aware of their actions/experiences and how their actions have impact on their present circumstances. It is a supportive and non-judgmental interaction.

Parents and Guardians are welcome to discuss matters regarding the service and their child.

**Mr Leslie Ince**  
**School Counsellor**

# THE SERVICES WE PROVIDE

**The student Services Reception is located opposite the student entrance near the lower dining area.**

**Please see the list below of what services you can expect us to provide to you:-**

- ☺ The first point of contact for all students
- ☺ Management and updating of student data
- ☺ First Aid
- ☺ Attendance monitoring
- ☺ Collation of Rewards/Sanctions data.
- ☺ Dealing with lost property
- ☺ Contacting parents with regards to forthcoming events
- ☺ Notifying parents of student detentions
- ☺ Offering a counselling service to students
- ☺ Promoting the DACA Shop (stationery supplies etc)
- ☺ Patrolling and checking student toilets
- ☺ Dealing with Free School Meal information

# THINGS WE NEED TO KNOW

We like to keep parents informed of everything that is happening within the Academy. We therefore need to make sure that all information we hold is up-to-date so that if we need to contact you (for instance if your child is ill or is staying behind to take part in one of our many activities after school) we can get in touch with you straight away.

The most important information we need is your contact telephone number (daytime), your up to date address details and if your child has any medical conditions we need to be aware of.

The Student Services team are available between 8:30am and 4:30pm and can be contacted on the following numbers

<b>Mrs Robinson (Attendance)</b>	<b>819526</b>
<b>Mrs Thomas (Student Reception)</b>	<b>819581</b>
<b>Mrs Bradshaw (Student Services Team Leader)</b>	<b>819525</b>

# **DACA**

# **STATIONERY SUPPLIES**

## PRICE LIST

<b>TIES</b>	-	<b>£5</b>
<b>CRAVATS</b>	-	<b>£9</b>
<b>PLANNERS</b>	-	<b>£3</b>
<b>LANYARDS</b>	-	<b>£2</b>
<b>BADGE HOLDERS</b>	-	<b>50p</b>
<b>DACA PENS</b>	-	<b>50p</b>
<b>PENCILS</b>	-	<b>20p</b>
<b>RULERS</b>	-	<b>40p</b>
<b>RUBBERS</b>	-	<b>20p</b>
<b>PENCIL SHARPENER</b>	-	<b>30p</b>

All prices are correct as of 1.4.09